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Library Staff Council
September 4, 2015

Library Staff Council met on September 4, 2015 at 10:00 a.m. in Cravens 100. Those present were: Amanda Hardin, Jan Renusch, Alan Logsdon, Maria Lewis and Linda White.

Open House

The Library Staff Council met to review plans for the library open house scheduled for the 2015-2016 school year. The following decisions were made:

Format – Overall 45 minutes, 30 minutes or less for the presentation with the remaining time for any questions those present might have

Recording of the session – Sessions could be recorded for those unable to attend and for the regional campus libraries.

Refreshments – Providing refreshments will be at the discretion of each area. Having refreshments is not mandatory.

Library Advisory Board – Suggestion was made that the Library Advisory Board be invited. Invitation will be extended to them.

Schedule – September 29, 2015, Interlibrary Loan, 4:00-5:00 p.m.

October – ERC

November – Government Documents

December – VPAL

January – Reference Services/Periodicals

February – Access Services

March – DLSC

April – DLTS

Amanda Hardin will talk to Dan Forrest about the format for his area and will check with DLPS for the best time for their presentations. Maria Lewis will talk to Jonathan Jeffrey and Linda White will talk to Deana Groves about their respective areas.

Suggestion Box

Amanda Hardin reported she will have a key made for the suggestion box so that the Library Staff Council can have access to the box. Attached are suggestions received by the Library Staff Council and the responses of the LSC.

Library Committees

Jan Renusch reported that the WKU Libraries' committee list is being compiled. This was a request of the Library Staff Council.

Meeting adjourned at 10:35 a.m.

Respectfully submitted,

Linda G. White

My suggestion is that there be a suggestion box in the Commons area for patrons. This suggestion would benefit the patrons and the library.

-A request has been submitted to Brian Coutts box to be placed in the Commons area for patron use. His response will be forwarded to the Library Staff Council.

What is WKU policy on e-cigarettes? And where is it posted if a patron asks where to find it. My suggestion would benefit the faculty and staff. We need to have policies in place to inform our patrons.

-WKU Libraries adheres to campus wide policies regarding smoking on campus and that includes e-cigarettes. They should be used in smoking areas only. This policy is available at <http://www.wku.edu/policies/docs/153.pdf> and includes all smoking areas on campus.

My suggestion is a display for Helm 2nd floor. It would be nice. It could display historical events or fashion from history or from newspapers or microfilm. It would enrich the library's aesthetics, promote library materials, and be something for the students to view.

-Suggestion has been sent to the display committee and we await their response. I will forward their response to the committee.

I would suggest having a BSA on week-ends to take out trash and maintain restrooms as the trash cans overflow and library staff are having to empty the trash cans.

-This suggestion will be discussed with Daniel Peach, Library Facilities Coordinator.